

**UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF ALABAMA
1800 5TH AVENUE NORTH, STE. 120
BIRMINGHAM, ALABAMA 35203-2111
205-714-4001**

**POSITION ANNOUNCEMENT
July 8, 2001**

INTAKE CLERK

TERM: Full-time Temporary*

LOCATION: Eastern Division - Anniston

SALARY RANGE: CL24 \$25,933-\$42,149; subject to work experience and salary history

CLOSING DATE: Open Until Filled

The position of Intake Clerk is located in the Eastern Division (Anniston) of the Clerk's Office. The incumbent receives and checks incoming documents for conformity with federal and local rules. The documents become the official basis of court actions.

Representative Duties

The incumbent performs such duties that may include, but are not limited to: receiving and reviewing incoming documents to determine conformity with appropriate rules, practices and/or court requirements; filing documents meeting requirements; collecting appropriate fees; assuring assignment of case numbers and randomly assigning cases to judges, preparing case files; routing documents to proper offices/persons after acceptance, verifying attorneys' authority to practice before the court; acting as receptionist and furnishing information to a wide variety of people within and outside the court; undertaking cashier duties; undertaking records filing and reproduction; and other duties as may be assigned.

Minimum Requirements

For a CL-24, one year of specialized experience equivalent to work at CL-23 level. Specialized experience is defined as progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws. Applicants also must be responsible, tactful, possess good judgment and initiative, and able to work harmoniously with others in a team-oriented work environment. Applicants should have

good communications skills and be able to interpret and understand documents. A proficiency in the use of automated systems, including WordPerfect 8.0, and Quattro Pro is desirable.

Information for Applicants

The selected applicant will be subject to a one-year introductory (probationary) period of "AT WILL" employment. The selected applicant will be subject to "AT WILL" employment for the duration of the appointment as a deputy clerk. A knowledge/skills/abilities assessment may be required of applicants. The applicant must be a U.S. citizen or eligible to work in the United States.

*NOTE: The duration of the appointment of the incumbent will be for a term of one year and one day, which makes the incumbent eligible for health insurance, life insurance, and retirement in addition to annual leave, sick leave, and social security (FICA) deduction. The contribution levels for all paid benefits is the same as for a permanent employee.

Salary funding and authorization to maintain the temporary position held by the incumbent expires at the end of the day on September 30, 2001. Renewal of the temporary position beyond this date is subject to the availability of funding expenditure authority to the court for this purpose and clerk's office need for the position.

Benefits

Employees of the United States Bankruptcy Court are **not** included in the government's Civil Service Classification. They are, however, entitled to similar benefits as other Federal employees. These are contingent upon and subject to the duration of the appointment to include:

13 days of paid vacation per year for the first three years of employment, 20 days per year between the third and fifteenth year of employment, and a maximum of 26 days per year after 15 years of employment.

13 days of paid sick leave per year.

a minimum of ten paid Federal holidays per year.

Also included are:

participation in a Thrift Savings Plan.

participation in the Federal Employees Health Insurance Program.

participation in a Federal Employees Group Life Insurance Program.

participation in the Federal Employees Retirement System.

Time in service for employees of other Federal Agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.

Application

Please submit one Form OF-612, Optional Application for Federal Employment, and a detailed resume with work history, education, and salary requirements to the attention of Kimberly Pate, Personnel Specialist, United States Bankruptcy Court, 1800 5th Avenue North, Ste. 103, Birmingham, Alabama 35203-2111. Current employees of the U.S. Bankruptcy Court, Northern District of Alabama, who would like to be considered for this position should express an interest, in writing, to Kim Pate no later than close of business Friday, July 20, 2001. The employment status

of a current employee **WILL** change as a result of a position title reclassification personnel action to a temporary one-year-and-one-day appointment. The Clerk, Personnel Specialist and Eastern Division Deputy-in-Charge will screen all applications and identify any well suited applicants. Any such well suited applicants may be invited for personal interviews. Only the best suited applicant will be selected by the Clerk. Applications received for this position may be considered for future similar vacancies that may occur within six months. Interview and/or relocation expenses will not be provided. This position is subject to mandatory electronic fund transfer for payment of net pay (i.e., Direct Deposit).

AN EQUAL OPPORTUNITY EMPLOYER